



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

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MEMORANDUM

TO: All Risk Purchasing Groups

FROM: Non-Traditional Entities

RE: Risk Purchasing Groups Annual Renewal

DATE April 1, 2010

The Office of Insurance and Safety Fire Commissioner has changed its procedure for recognizing registered Risk Purchasing Groups in the state of Georgia. **The annual renewal date for all registered Risk Purchasing Groups is now June 1st of each year.**

In keeping with our registration policy the Annual Renewal Check Sheet (GID-239-EN) has been **REVISED**. Please note that it is now required that all Purchasing Groups obtain a **Federal Identification Number (FEIN)**. This number may be obtained online. Failure to answer any portion of this check sheet will render the group's registration incomplete. This form may be submitted by US Mail, email at RegServices@oci.ga.gov or fax at 404/657-7743.

If this form is not received by June 1, 2010, the Risk Purchasing Group will be removed from the database. If there are questions or concerns I may be contacted by using either method listed above or by phone at 404/656-2074.